

ICCW Interdepartmental Coordinating Committee for Women

February 18, 2003

Meeting called to order by Vice Chair, Diane West, Labor. Meeting attended by Lesa Evers, Agriculture; Ann Pearson, Agriculture; Michelle Peterson, Livestock; Lynn Mogstad, State Fund; Robin Baker, Corrections; Karyl Tobel, Commerce; JereAnn Nelson, Administration; Prudy Holman, Transportation; Chris Imhoff, Commerce; Myrna O'Dell, Auditor; Joan Franke, OPI; Trudy Phippen, Labor; Heidi Lindgren, DEQ; Jacqui Garcia, State Fund; Sara McLaughlin, FWP; Jean Branscum, Governor's Office; Beth Campbell, Revenue; Lenore Adams, Legislative; Pam Spore, Revenue and Vicki Schiller-Long, Corrections.

Excellence in Leadership Awards (ELA) – Jean Branscum provided an overview of the Excellence in Leadership Awards. She provided some background and history and the past processes were discussed. It is expected that we will have three sponsors who will donate \$300 each, which is expected to cover our costs. In the past, we have had two of the state winners go on to win the national award.

A motion was passed that ICCW will continue with the Excellence in Leadership awards.

An ad-hoc committee was formed to take on the ELA awards project. Members of that committee include: Trudy Phippen; Pam Spore; Beth Campbell; Jacqui Garcia; Myrna O'Dell; Heidi Lindgren; Joan Franke, JereAnn Nelson and Diane West.

Trudy Phippen will serve as chair, contact members and coordinate the initial meeting.

A motion was passed that ICCW will continue with the three categories of awards. Those categories are *A Woman in State Government*, *A Person in the Public Sector* and *A Person in the Private Sector*.

ICCW Chair position – Jean Branscum reported that Heather Kiedrowski had submitted her resignation to the Governor, which is effective March 31, 2003. If any ICCW member is interested in the position of chair, they should contact Heather Kiedrowski or Jean Branscum and they will forward it on for the Governor's consideration.

Minutes for the January 21, 2003 meeting were not available for comment and approval.

The **treasurer's report** was presented by Lesa Evers and was approved. As of 1/31/03, the ending draft balance is \$255.43 and ending savings account balance is \$1953.72; the cumulative total balance is \$2209.15.

Christmas donations – Pam Spore reported that she has several checks in her possession that need to be deposited into the ICCW account, and then the same amount reimbursed back to her. These checks were donations given to the ICCW families at Christmas. She will get those checks to Lesa Evers, Treasurer, at her earliest convenience.

The **Subcommittee reports** were provided as follows:

The **Training Subcommittee** reported that LaDonna Grotbo, from Employee Benefits-Wellness, had attended their last meeting. LaDonna provided an overview of the upcoming Spring Fitness program and discussed the possibility of some shared training provided it fits within ICCW's mission. The committee is preparing their training proposal, which will be presented to the general membership at the next meeting.

Further, the training subcommittee is currently reviewing the results of the Succession Planning Survey that was completed last year. Vicki Schiller-Long will contact Heather Kiedrowski to schedule a meeting with Barb Ranf, Governor's Chief of Staff, to review the committee's recommendations.

The **Measures Subcommittee** reported that they continue to work on their goal to review, analyze and report in which they are reviewing various items which include EEO information, salary, grade levels, longevity, comparison of men versus women, etc. They would then present the results to the Governor and department directors/commissioners. They are considering partnering with the training subcommittee to accomplish this, possibly during a brown bag session. Their long-term goal is for this information to be used as a benchmark when similar studies might be done in the future.

The **Public Relations Subcommittee** reported that they continue to work on the ICCW web page, location, design, etc. It was indicated that ITSD has agreed to design the website and host it for free. Some background was provided about the ITSD Insight server to the general membership. They continue to work with ITSD and are pursuing their offer to provide a demonstration, either to the Public Relations Subcommittee and/or to the general membership.

There was also a concern about ITSD's offer to provide the design and host free of charge. It was suggested that a written commitment be provided to ICCW by ITSD.

It should be noted that should ICCW go with ITSD proposal to be the 'web host', it would give the responsibility of modifying/updating the website to the ICCW membership.

There was concern that although the long-term goal might be a new website, etc., we should also concentrate on making sure the current website is up to date. In a few short weeks, we will be referring people to the ICCW website to retrieve information about the Excellence in Leadership Awards, and it was felt that it would serve us well to have the website information current and up to date.

A motion was passed that the ICCW membership list and the final minutes be provided to the Department of Transportation contact for posting to the current website by the next

meeting date of March 18, 2003. (Note: It was assumed that this duty would be completed by Molly Holz, the ICCW Secretary, as the Secretary position in the past has assumed this responsibility)

A motion was also passed that the Excellence in Leadership nomination packet be updated and forwarded for posting to the website by March 1, 2003.

Finally, a suggestion was made for members to go to the current website and review it.

The **Legislative Subcommittee** reported that, based on the new lobbying rules, they have been instructed that they are not allowed to lobby and have therefore suspended any activity related to that. They will continue to follow legislation and report to the general membership any legislation that may be of interest to them.

Procedures Manual – Diane reported that Heather Kiedrowski is working on the development of a procedures manual. The current sections being considered are: *Background, Member Expectations, Meetings, Subcommittees and Procedures*. She is currently working a template, which will simplify the development process. Membership is encouraged to contact Heather Kiedrowski should they have suggestions for items, which they would like to be included in the manual.

Diane reported that at the last meeting, it was requested by Heather Kiedrowski, that each **subcommittee chair** work with their respective committee to set goals with an attached budget and develop an action plan and calendar. Diane has requested that each subcommittee report their results at the next ICCW general membership meeting on March 18, 2003.

Further discussion was held regarding the **Legislative Subcommittee's** report that they could not lobby on behalf of ICCW and the events leading to that decision. Diane reiterated that ICCW could not legally lobby, that as a group we could not take an adverse position on a bill supported by the Governor, and that if ICCW has a strong position on a particular issue or bill, that that information could be presented in written format for the Governor's review and consideration. Most importantly, though it was stressed that that particular position should never be forced on fellow employees by use of state email, etc.

The **next meeting** will be March 18, 2003.

The meeting **adjourned** at 3:00 pm.